

## LOT LINE ADJUSTMENTS

**Purpose:** The purpose of the lot line adjustment procedure is to facilitate approval of minor changes in lot lines between parcels of land shown on recorded subdivision maps, parcel maps or records of survey, when the changes do not result in an increased number of parcels.

**Code Reference:** Fremont Municipal Code Sections 8-1104(c), 8-1209, 8-1214, and 8-1441 through 8-1444 and the State Subdivision Map Act Section 66412(d).

### Submittal Requirements:

#### NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

- 1. A completed application form signed by:
  - a. The current property owner(s), authorizing the project proposal.
  - b. The person who prepared the submittal, certifying its accuracy.
  - c. The billing party, acknowledging responsibility for charges.
- 2. Plans including the following items:
  - a. Vicinity map showing a one-half mile radius of the site.
  - b. Exterior boundaries;
  - c. Existing lot lines;
  - d. Proposed adjustments to lot lines;
  - e. Scale (written and graphic) not to exceed 1" = 100';
  - f. Existing street rights-of-way;
  - g. Existing easements;
  - h. Existing and approved structures and setbacks from existing and proposed lot lines;
  - i. Dimensions and courses of property lines;
  - j. Assessor's parcel numbers;
  - k. Zoning;
  - l. Areas of each parcel, existing and proposed;
  - m. Format for owner's notarized signatures, as follows:

“OWNER’S CERTIFICATE: The undersigned hereby certify that they/he/she are/is the owner(s) of the parcels affected by this lot line adjustment and that they/he/she consent(s) to the preparation of this lot line adjustment plat.”

n. Name of person preparing plat.

- 3. The number of plans required to be submitted in conjunction with the application are twelve copies, 11” x 17” (folded to 8-1/2” x 11”).
- 4. Current preliminary title report for the subject property or properties, or a similar document showing the current property owners and all easements and encumbrances on the properties.
- 5. Closure calculations and legal descriptions, including areas for both the original parcels and the parcels as modified.
- ☐ 6. Floor Area Ratio (FAR) calculations, for changes in the lot size of developed commercial or industrial lots, on Planning Form 36. When the FAR is proposed to exceed the established threshold, an application for a Finding will be needed. See Information Sheet No. 9 for details.
- 7. A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.
- 8. A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.
- ☐ 9. If the property is in a Local Improvement District and has outstanding LID assessments, have your engineer prepare and submit two copies each of an Amended Assessment Diagram and revised assessments to reflect the adjusted lots. The amount of the current outstanding LID assessments can be obtained from the City of Fremont Treasury Department at 494-4793. The completed segregation must be recorded with the Alameda County Recorder prior to or concurrently with the approved lot line adjustment.

**Schedule Time Line:** The application will be scheduled for a maximum of two City Technical Coordinating Committee meetings on two consecutive Wednesdays, beginning one week following the date of submittal. Subsequent final plat check and official action will take place on a “first come, first served” basis.

**Incomplete Applications:** An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

**Fees:** The minimum deposit for an application for a lot line adjustment is \$\_\_\_\_\_ and is due at the time of submittal. The actual charge will be based on staff time required to process the application. Progress billings will be invoiced during the review of the project if charges exceed

the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification regarding your submittal please contact the Parcel Map Administrator at (510) 494-4720.